

SERT PLANNING SECTION

December 2017

I. INTRODUCTION

A. PURPOSE

The purpose of the State Emergency Response Team (SERT) Planning Section is to conduct planning activities during disasters, emergencies, and significant planned events.

B. SCOPE

This appendix covers the core functions carried out by the SERT Planning Section which include:

- Resource Tracking
- Developing and Disseminating the following
 - Reports containing disaster and incident information
 - Incident Action Plans (IAPs)
 - Demobilization Plans
- Technical Expertise (event specific)
- Meteorological Support

II. SITUATION AND ASSUMPTIONS

A. SITUATION

The core functions performed by the SERT Planning Section are consistent for all hazards, regardless of impact or geographical area.

B. ASSUMPTIONS

1. There will be an immediate and continuing demand for information regarding the impact, magnitude, and damages arising out an emergency.
2. Counties, North Carolina Emergency Management (NCEM) Branch Offices, and SERT agencies will provide the most reliable information via NC SPARTA during an emergency.
3. For planning activities at the State Emergency Operations Center (SEOC), internet and phone resources will be the primary methods of communicating emergency information.

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4. NCEM staff sent into the impacted area will be self-sustaining for at least 72 hours.
5. During recovery, increased staff will be required at field locations.
6. Sufficient manpower will be available to provide 24-hour weather support at the SEOC.
7. Sufficient data will be available to allow meaningful tailored forecasts and briefings.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. LEAD STATE AGENCY

1. NC DEPARTMENT OF PUBLIC SAFETY (DPS)

NORTH CAROLINA EMERGENCY MANAGEMENT (NCEM)

- a. Coordinate overall efforts to activate and maintain NCEM's information management systems in support of the SERT.
- b. Provide staff support resources for the SERT Planning Section both at the State EOC and Joint Field Office.
- c. Provide meteorological analysis to the SERT Leader.
- d. Track requested, approved, and deployed resources to the NCEM branch level.
- e. Provide planning support to SERT Operations Section and key decision makers during an event.
- f. Coordinate the collection of information to develop an Incident Action Plan (IAP) for the next operational period.
- g. Coordinate overall efforts to collect, process, and report emergency response and recovery information from counties, NCEM branch offices, and State agencies.
- h. Coordinate with other SERT partners to develop a demobilization plan.

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IV. CONCEPT OF OPERATIONS

A. GENERAL

The Situation Unit will monitor a variety of information sources (primarily NC SPARTA and social media) in order to collect, format, archive and distribute emergency/disaster information in a variety of report formats. Situation reports will be the primary method of distributing regular report information to the SERT. Situation reports will be developed using statistical, narrative, and graphical information from response and recovery operations that regularly describe the progress of the emergency workers and future operational strategies. This information must accurately describe the impacted area and the effect to the infrastructure.

At a minimum, the following information is required to describe the emergency/disaster event:

- (a) Deaths
- (b) Boundaries of the disaster area
- (c) Political boundaries
- (d) Status of transportation infrastructure
- (e) Status of communications infrastructure
- (f) Status of electrical infrastructure
- (g) Status of medical infrastructure
- (h) Hazard specific information
- (i) Weather data affecting the impacted area
- (j) Activated Emergency Management facilities
- (k) Shelter information
- (l) Mass feeding information
- (m) Immediate or life threatening needs

The Resource Unit will monitor and track the assignment of resources to the NCEM Branch Level, manage the State EOC check in/check out process, and develop Incident Action Plans. IAPs will be published daily for the next 24 hour operational period (0700 – 0700). Considerations in preparing the IAP include among other things the SERT Leader's priorities, available State resources, and the status of previously planned activities. At full activation, Situation and Documentation goes on 24 hours per day.

Technical Specialists will maintain current technical data on the existing emergency/disaster and provide advice to the SERT Leader for decisions on issues including but not limited to evacuation recommendations, resource protection, and shelter activation/operations.

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The Weather Officer will provide timely, tailored weather support for SERT operations. The Weather Officer will be available, as appropriate, on a 24-hour basis to provide any weather briefing or forecast the SERT may require. One-hour notice is usually required for special, non-routine briefings.

B. NOTIFICATION

At the onset of a disaster/emergency event, the SERT Leader will direct the Emergency Management Division staff to assume their duties as members of the SERT Planning Section. Support agency staff for this function will activate as appropriate. The Planning Section Chief will continually assess staff resources during disaster/emergency events and request additional staff from the SERT Leader as necessary.

C. RESPONSE ACTIONS

1. INITIAL

The initial action period for the SERT Planning Section may begin prior to partial activation of the SERT and continue as long as necessary. Specific responsibilities are as follow:

- a. Provide meteorological analysis and support information to the SERT Leader.
- b. Test the operability of SERT Planning Section IT systems hardware/software, determine its state of readiness, modify or replace hardware/ software, and activate hardware/software systems.
- c. Set up check in and check out system(s) at State EOC.
- d. Collect and process disaster/emergency information for use by the SERT, including information from remote locations.
- e. Prepare briefings and reports and other materials based on input from SERT members in support of response operations, including field operations.
- f. Operate an active Situation Room in the State EOC to display emergency/disaster information such as maps, charts, and event status.
- g. Coordinate the flow of information between the Federal level and the branch/county level.

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2. CONTINUING

- a. Continue to provide meteorological analysis and support information to the SERT Leader.
- b. Check in and check out SERT staff during shift changes at the State EOC.
- c. Continue to collect and process disaster/emergency information for use by the SERT, including information from remote locations.
- d. Continue to prepare briefings and reports and other materials based on input from SERT members in support of response operations, including field operations.
- e. Track resource assignment to the NCEM Branch level.
- f. Provide technical advice to the SERT Leader to respond to technical questions from the media and the public.
- g. Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements, as requested by the SERT Leader or other proper authority.

D. RECOVERY ACTIONS

1. INITIAL

- a. Mobilize SERT Planning Section functions to field locations in support of recovery operations as necessary. When possible, co-locate operations with FEMA.
- b. Establish an information systems interface FEMA's Local and Wide Area Networks.
- c. Test the operability of SERT Planning Section IT systems hardware/software, determine its state of readiness, modify or replace hardware/ software, and activate hardware/software systems.
- d. Provide technical advice as needed to the SERT Leader or the Governor's Authorized Representative (GAR) to respond to technical questions of the media and public interest.
- e. Prepare planning and special reports to describe specific actions, priorities or contingency planning requirements, as requested by the

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SERT Leader, GAR, or State Coordinating Officer.

2. CONTINUING

- a. Continue to prepare planning and special reports to describe specific actions, priorities or contingency planning requirements, as requested by the SERT Leader, GAR, or State Coordinating Officer.

V. DIRECTION, CONTROL AND COORDINATION

1. LOCAL

County emergency management programs use various methods to manage information. For example, one county may use staff to manage information, while another might keep the information management function as part of the county emergency management coordinator's duties.

2. STATE

The SERT Planning Chief reports to the SERT Leader, and provides oversight to the functions performed by the SERT Planning Section

3. FEDERAL

ESF-5, Emergency Management, as described in the National Response Framework (NRF), is the federal counterpart to the SERT Planning Section. During activations of the SERT, the State EOC or JFO, ESF-5 is treated as a staff level function of the Federal Coordinating Officer (FCO). Where possible, Incident Action Planning and Situation Reporting activities will be coordinated with FEMA.